

LEGAL ASSISTANT

DEFINITION

To provide varied and responsible secretarial and legal assistant services to one or more attorneys.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

May exercise technical and functional supervision over clerical personnel.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Type pleadings, briefs, affidavits, ordinances and other legal documents and correspondence, memoranda and reports from stenographic notes, brief instructions, recorded material or other materials.

File or arrange for the filing of legal briefs and other necessary paperwork with the court.

Research the Municipal Code for specific answers to public inquiries and complaints; prepare and process complaints for Municipal Code violations.

Receive and screen visitors and telephone calls, providing information regarding the particular area of assignment, which may require the use of judgment and interpretation of policies and procedures or taking messages or referring the caller to the proper attorney.

Process a variety of legal agreements, contracts, etc., following attorney's instructions.

Research and compile a variety of informational materials; type draft and a wide variety of finished documents, including both general and legal-related correspondence and documents.

Respond to citizen complaints by referring to appropriate staff or agency or by researching legal documents, references and codes

Initiate specified correspondence such as transmittal letters and complaints independently for signature by appropriate staff; review finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.

Organize and maintain chronological and other files.

Relieve attorneys of certain administrative matters by following up on projects, transmitting information, keeping informed of pertinent activities, and scheduling and arranging for meetings.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Standard office administrative and secretarial practices and procedures, including business letter writing.

Legal office terminology, processes, procedures and the format for legal documents.

Correct English usage, including spelling, grammar, punctuation and vocabulary.

Standard office software including word processing, spreadsheet, database, and presentation.

Basic business arithmetic.

#### Ability to:

Use a personal computer and knowledge of various word processing software

Draft pleadings and other legal documents from stenographic notes, brief instructions, prior documents or other materials.

Provide varied and responsible secretarial and office administrative assistance to one or more attorneys.

Use initiative and independent judgement within established guidelines.

Analyze and resolve office administrative situations and problems.

Type at a speed of 55 Net Words Per Minute.

Research and compile a variety of informational materials

Maintain accurate legal records and files.

Organize work, set priorities, meet critical deadlines and follow up assignments with a minimum of direction.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

#### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Three years of responsible secretarial or office administrative experience in a legal or city attorney setting.

##### Training:

Equivalent to the completion of twelfth grade.

#### License or Certificate

May need to possess a California driver's license as required by the position.

#### PHYSICAL DEMANDS

Sit for long periods of time at a work station; operate a computer keyboard, typewriter and/or a fax machine; file documents and/or files weighing up to 10 lbs; read typical business documents; answer phones and customer inquiries; type on a keyboard and/or typewriter; file or retrieve documents or files weighing up to 10 lbs. from large filing cabinets both above shoulder height and below; and do simple mathematics.

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